

# California Department of Veterans Affairs



*Serving Veterans Since 1946*

**Classification:** **Accounting Technician (\$2465 - \$2998)**  
Permanent, Full-Time

**Location:** Veterans Home of California, Chula Vista  
Chula Vista, CA

**Who Should APPLY:** Current State employees who are eligible on a certification list, transfer, or reinstatement. **SROA/SURPLUS PROVISIONS**

**Duties and Responsibilities:** *Under close supervision from the Financial Services Officer:*

- Process requests for and provide payment from, and prepare deposits to all funds.
- Provide payroll support to process payroll information and or checks to employees including monthly pay, overtime and temp help pay.
- Count cash and give to cashier every day. Provide banking services back-up for cashier for the resident members' Trust Accounts on a daily basis.
- Prepare annual reports and transactions related to 1099, bank interest and sales tax process.
- Prepare the daily cash reconciliation.
- Prepare Accounts Payable Schedule generated by Post Fund invoices and Resident Trust voucher withdrawals.
- Provide back-up coverage in other areas of Finance, including Budgets Reimbursements and Admissions.

**Desirable Qualifications:**

- Knowledge of basic accounting principles and procedures.
- Knowledge of principles and practices of financial record keeping.
- Ability to make sound analytical decisions.
- Ability to communicate effectively and acquire knowledge of the automated accounting system.
- Ability to make arithmetical computations rapidly and accurately.
- Ability to operate common office equipment used in financial record keeping.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Veterans Home of California, Chula Vista  
700 East Naples Court  
Chula Vista, CA 91911  
**Attn: Pam Aikman**

**Inquiries:**  
Voice: (619) 482-6027  
TDD: (916) 653-1966

**Final Filing Date:** **Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE. WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

251-1741-002

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